



**POLICY ENDORSEMENT POLICY & PROCESS**  
*Initial criteria and process approved 3/3/2015*

The Minnesota Leadership Council on Aging (MNLCOA) may endorse policies and legislative proposals (herein referred to as proposals) related to aging offered by members and non-members (herein referred to as the “submitter”).

**I. Criteria for Approval**

The Minnesota Leadership Council on Aging (MNLCOA) utilizes the following criteria when endorsing proposals:

1. Proposal aligns with the MNLCOA Mission and Values.
2. Proposal positively benefits from the MNLCOA endorsement.
3. Endorsement does not introduce significant organizational risk, divide the MNLCOA, or negatively impact the MNLCOA’s reputation in the community.

**II. Types of Endorsement**

There are different types of endorsement available. A submitter can request multiple types in one submission.

1. Name – MNLCOA’s name is added to a list of entities that have endorsed the proposal.
2. Letter of support – MNLCOA offers a letter of support for the proposal. Letters of support are written by the Executive Director collaboratively with the Policy Committee Chair and must be approved by the Board of Directors.
3. Op-ed – MNLCOA authors an Op-ed article for distribution. Op-ed pieces are written by the Executive Director collaboratively with the Policy Committee Chair and must be approved by the Board of Directors.
4. Testimony – MNLCOA members or Executive Director are called to testify on behalf of the proposal.
5. Other – other specific requests outside the other types identified by the submitter of the Policy Committee are available (e.g., participate in a rally, letter writing campaign, host a meeting with legislators, etc.).

**III. Policy Committee Process**

The following three step process is utilized when a submitter is requesting endorsement from the MNLCOA:

#### Step 1: Submission

Submitter emails the proposal to the MNLCOA Executive Director at least 48 hours prior to a scheduled Policy Committee. Policy Committee meetings are published on the MNLCOA website. The email should also include the requested type of endorsement.

At least 48 hours prior to a recommendation vote, the Executive Director emails the proposal and type(s) of endorsement to the Policy Committee. This email is copied to the full Council.

#### Step 2: Review by Policy Committee

The Policy Committee reviews the submission based on the criteria for approval.

#### Step 3: Vote by Policy Committee

The Policy Committee votes on recommending endorsement and the level of endorsement to the full Council. Votes are only accepted in person (or via telephone). Each MNLCOA member has only one vote, regardless of the number of attendees at a Policy Committee meeting. All members of the Policy Committee voting must vote in the affirmative for a recommendation to be made to the full Council.

### **IV. Full Council Process**

The Executive Director will send the recommendation as well as documentation from the Policy Committee within 24 hours to the full Council. The full Council will receive 72 hours (over business days) to review the recommendation and vote. All members of the Council that submitted electronic votes to the Executive Director within the 72 hours must vote in the affirmative for passage of endorsement. Votes that occur outside the 72 hours are not counted.

### **V. Notification of Decision**

The submitter will be notified via email within 48 hours of the Council's decision. If the proposal was not endorsed, a statement describing the reason will be included. This statement may include items such as the reason for lack of endorsement, modifications that may increase the likelihood of endorsement, and likelihood of future endorsement.

If the proposal was endorsed and additional steps are required (letter written, etc.), the Executive Director will negotiate timelines and deliverables with the submitter.

### **VI. Appeal**

The decision by the Council is binding and not appealable. If significant modifications to the proposal occur, the submitter may resubmit the proposal for endorsement.

### **VII. Modification of Policy**

Significant modifications to proposals must be submitted to the Executive Director of the MNLCOA. The Executive Director will send revised proposals to the Policy Committee.

Significant modifications may result in revocation of endorsement (see Section VIII). Endorsement may continue unless submitter is notified in writing of revocation of endorsement.

**VIII. Revocation of Endorsement**

At any time the Council may revoke endorsement of a proposal. The process for revocation is the same as the process for endorsement (recommendation by the Policy Committee to the Council). The submitter will be notified in writing of the revocation. The notice will include the reason for revocation. Upon receipt of the notification the submitter must remove the MNLCOA's endorsement. The revocation cannot be appealed.

**IX. Policy Tracking**

It is the responsibility of the Policy Committee to track endorsed proposals and take action to modify or revoke endorsement when necessary.